



# Introducing the National Guard Performance Appraisal Application (PAA)



This briefing is  
**UNCLASSIFIED**

# Overview

This Overview focuses on:

- Establishing and approving the Performance Plan, Interim Review and Appraisal from within the National Guard Performance Appraisal Application
  - The Rating Official creates the Performance Plan
  - The Employee reviews the Performance Plan
  - The Rating Official transfers to the Higher Level Reviewer for approval
  - The Employee completes a Self Assessment for the Interim Review
  - The Rating Official reviews and approves the Interim Review
  - The Employee creates a Self Assessment for the Appraisal
  - The Rating Official reviews, approves, and rates the employee
  - The Rating Official transfers to the Higher Level Reviewer for approval
  - The Rating Official documents communication to the employee of the rating



# Logging into DCPDS

Open your Internet Explorer. Enter the web site: <https://compo.dcpds.cpms.osd.mil>. Click "OK" on the DOD Notice and Consent banner page. This will take you to the DCPDS Portal window. Click the Login

**DCPDS PORTAL**

**News and Information**  
Last updated February 23, 2015  
13:00 CDT

**Component Help Desk Information**  
If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.  
For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)

**Smart Card Access**  
Click the login button below and select your non-email digital certificate.  
**Smart Card Login**  
First time Smart Card (CAC) user? [Register Here](#)

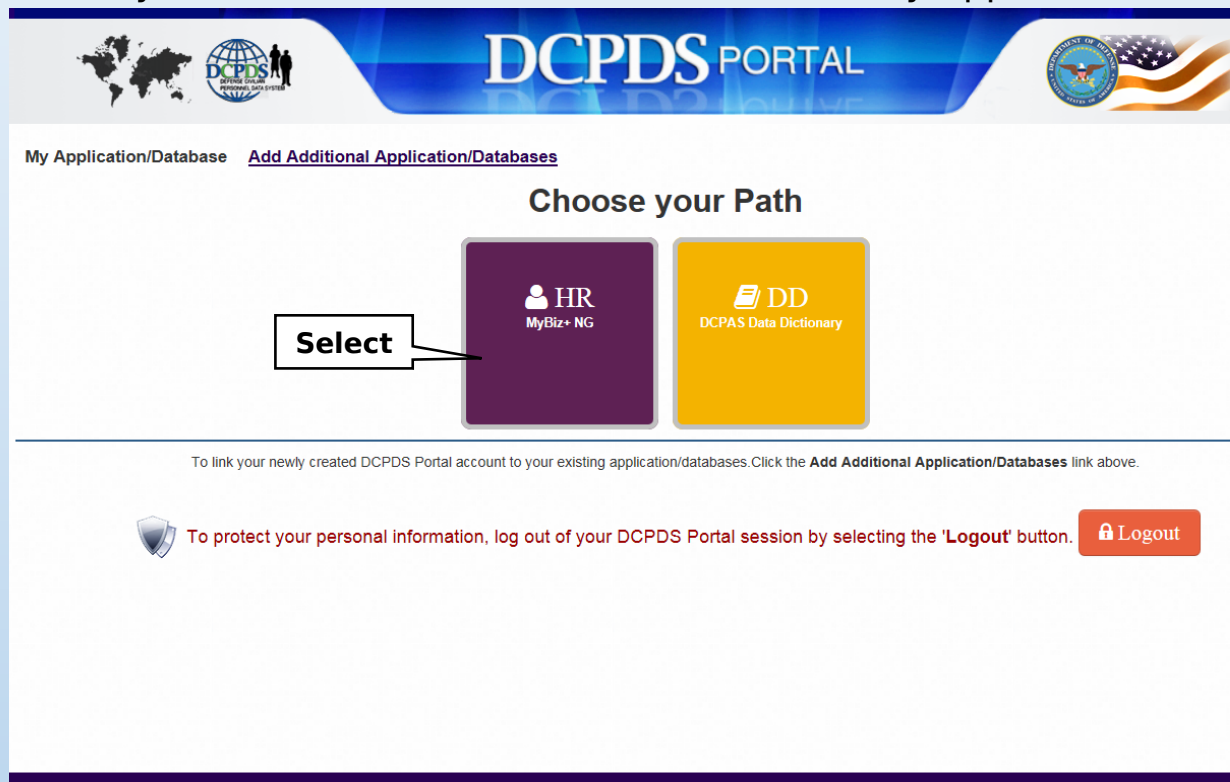
**Returning Non-Smart Card (Non-CAC) User? Click the button below.**  
**Non-Smart Card Access**  
First time Non-Smart Card (Non-CAC) user? [Register Here](#)  
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

**MyBiz+** for Managers and Supervisors



You should then receive a window that contains your CAC certificates. Make sure you select the non E-Mail certificate. You will then have to enter your CAC PIN. You will then receive the “My Application



The screenshot shows the DCPDS PORTAL website. At the top, there is a banner with the text "DCPDS PORTAL" and logos for the Department of Defense and the DCPDS. Below the banner, there is a "Privacy Act Statement" section. A callout box labeled "Select" points to the "Accept" button in the Privacy Act Statement. Below the Privacy Act Statement, there is a "MyBiz+" section. A callout box labeled "Select Performance Management and Appraisal under the Key Services Applet" points to the "Performance Management and Appraisals" link in the "Key Services" section. The "MyBiz+" section also includes a "Feedback" link and a "Give us your feedback" button. The "Key Services" section lists several links: "Performance Management and Appraisals", "My Workplace", "Request Employment Verification", "Civilian Career Report", "Update Contact Information", and "Update Professional Development". The "Other Responsibilities/Applications" section lists "Applications" (DCPAS CMIS Account, DCPAS Data Dictionary) and "Responsibilities" (911 NGB NEHRO00018, AGR Mgr NEHRO00018, CIVDOD Self Service Hierarchy Manager, HR-TRNG PER NEHRO00039, MGR MIHRO00001B). The "Retirement" section shows "TSP: 5". The "Professional" section shows "Education: Business Administration, Bachelor's degree - (C)" and "Training: (C)".

**Privacy Act Statement**

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 196; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601, and E.O. 9397.

**Principal Purposes:** To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to Information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records.

**Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing in the absence of some information.

**Accept**

**MyBiz+**

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!

Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....

**Other DCPDS Applications**

**Key Services**

- Performance Management and Appraisals
- My Workplace
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development

**Other Responsibilities/Applications**

**Applications:**

- DCPAS CMIS Account
- DCPAS Data Dictionary

**Responsibilities:**

- 911 NGB NEHRO00018
- AGR Mgr NEHRO00018
- CIVDOD Self Service Hierarchy Manager
- HR-TRNG PER NEHRO00039
- MGR MIHRO00001B

**Retirement**

TSP: 5

**Professional**

**Education:**

- Business Administration
- Bachelor's degree - (C)

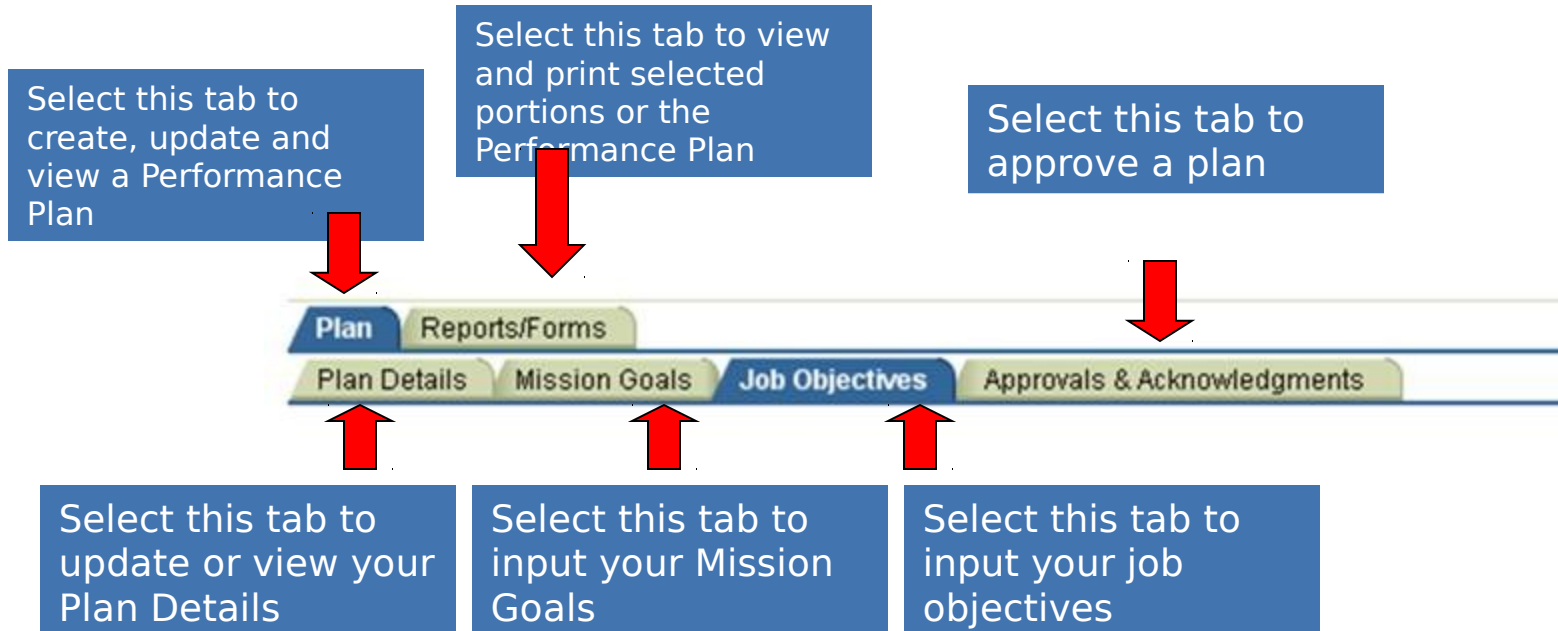
**Training:**

(C)

After **“Accepting”** the Privacy Act Statement, the MyBiz+ home window displays. You should see “Performance Management and Appraisal” under Key Services on this main screen. If not, you can click on “Manage My Views” and Exchange a View to add this to your main screen. Then, click on your Performance Management and Appraisal link to open the PAA application.

# Tab Interface

Tabs guide you through the process. The tabs are the same for employees, Rating Officials and Higher Level Reviewers. Below are the primary tabs.



# Establishing a Performance Plan – Rating Official

**Performance Appraisal Application (PAA)**  
Version 3.0

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Oracle Help

**Employee**

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

**Appraisals of Blomme, Domingo X**

Create New Plan

--Choose a Plan Type--  
--Choose a Plan Type--  
National Security Personnel System  
Defense Civilian Intelligence Personnel System  
National Guard (Title 32)

Name	Owner	Name	Year	ID	Date	Type	Status	Status	Action
Blomme, Domingo X	Fred, Abdul N	Rhynes, Conrad Z	2009	27		NG	Pending	Plan in Progress	View

Select the link to search for completed plans.  
[Show Completed Plans/Appraisals](#)

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

The **Need Help** link will give you information on what is available on the page where you are located.

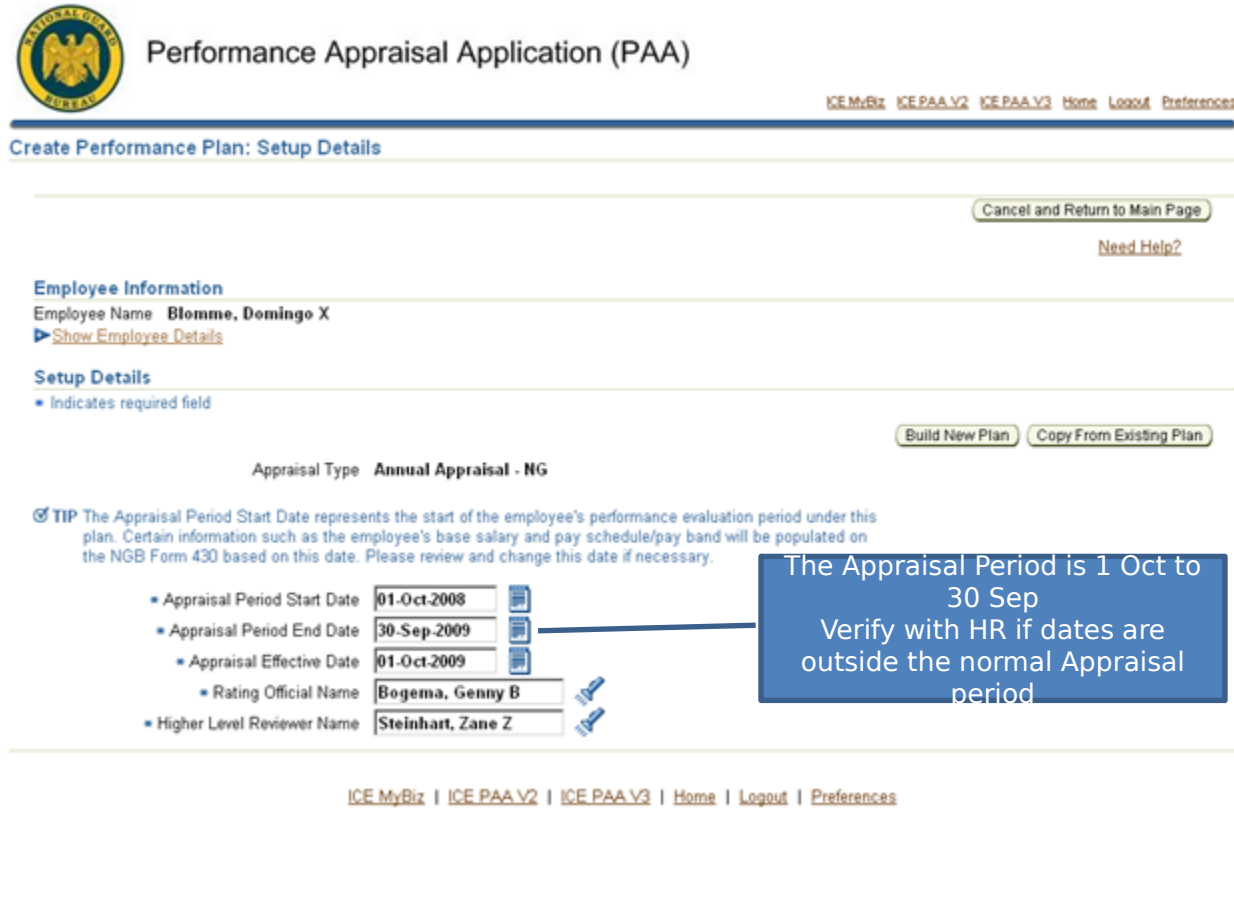
To create a new Performance Plan:  
Select Choose a Plan Type  
Select National Guard (Title 32)  
Select Go

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

**From the Main Page the Rating Official can create and review the Performance Plan, transfer a plan in progress to the Higher Level Reviewer, view and print the plan after it is created and track the status of the plan.**



# Plan Details-Rating Official



The screenshot shows the 'Performance Appraisal Application (PAA)' interface. At the top left is the Department of Education logo. The title 'Performance Appraisal Application (PAA)' is centered. Navigation links at the top right include 'ICE MyBiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'. Below the title bar, the page is titled 'Create Performance Plan: Setup Details'. A 'Cancel and Return to Main Page' button is in the top right. A 'Need Help?' link is below it. The 'Employee Information' section shows 'Employee Name: Blomme, Domingo X' and a 'Show Employee Details' link. The 'Setup Details' section has a note 'Indicates required field'. On the right, 'Build New Plan' and 'Copy From Existing Plan' buttons are present. The 'Appraisal Type' is set to 'Annual Appraisal - NG'. A tip explains that the 'Appraisal Period Start Date' represents the start of the performance evaluation period. The form fields are: 'Appraisal Period Start Date' (01-Oct-2008), 'Appraisal Period End Date' (30-Sep-2009), 'Appraisal Effective Date' (01-Oct-2009), 'Rating Official Name' (Bogema, Genny B), and 'Higher Level Reviewer Name' (Steinhart, Zane Z). A blue callout box points to the end date, stating: 'The Appraisal Period is 1 Oct to 30 Sep. Verify with HR if dates are outside the normal Appraisal period.' The bottom navigation bar repeats the links: 'ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences'.

Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

Create Performance Plan: Setup Details

Cancel and Return to Main Page

[Need Help?](#)

**Employee Information**

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

**Setup Details**

Indicates required field

Build New Plan Copy From Existing Plan

Appraisal Type **Annual Appraisal - NG**

**TIP** The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.

Appraisal Period Start Date 01-Oct-2008

Appraisal Period End Date 30-Sep-2009

Appraisal Effective Date 01-Oct-2009

Rating Official Name Bogema, Genny B

Higher Level Reviewer Name Steinhart, Zane Z

The Appraisal Period is 1 Oct to 30 Sep  
Verify with HR if dates are outside the normal Appraisal period

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

**From this page the Rating Official can build a new plan, change the Rating Official and Higher Level Reviewer, copy an existing plan or return to Main Page.**

# Plan Details

This shows current employee information

Create Performance Plan: Setup Details

[Cancel and Return to Main Page](#)  
[Need Help?](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Hide Employee Details](#)  
**Information as of: Today**  
Pay Plan/Grade/Step **GS-11/02**  
Occupational Code **2130.Traffic Management (2130)**  
Position **80592000.TRAFFIC MANAGEMENT SPECIALIST.691198.NGZG.TECH**  
Organization **193 LGR SQ NGZGK40VF2H501**  
Location **Middletown, US**  
Work Schedule **Full-Time**  
Assignment Status **Active Appointment**  
Employee Number **449191**  
**Information as of: Today**  
Current Base Salary **\$51,195.00**

**Setup Details**  
\* Indicates required field

[Build New Plan](#) [Copy From Existing Plan](#)

\* Appraisal Type **Annual Appraisal - NG**

**TIP** The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.

\* Appraisal Period Start Date **01-Oct-2008**

\* Appraisal Period End Date **30-Sep-2009**

\* Appraisal Effective Date **01-Oct-2009**

\* Rating Official Name **Rhynes, Conrad Z**

\* Higher Level Reviewer Name **Fred, Abdul N**

ICE MvBiz | ICE PAA V3 | [Home](#) | [Logout](#) | [Preferences](#)

# Plan Details

NG PAA

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** **Reports/Forms**

**Plan Details** **Mission Goals** **Job Objectives** **Approvals & Acknowledgments**

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	<b>Annual Appraisal - NG</b>	Performance Plan Approval Date	
• Appraisal Period Start Date	<b>01-Oct-2008</b>	Plan Last Modified	
• Appraisal Period End Date	<b>30-Sep-2009</b>	Created By	<b>Blomme, Domingo X</b>
• Appraisal Effective Date	<b>01-Oct-2009</b>		
Rating Official Name	<b>Rhynes, Conrad Z</b>		
Higher Level Reviewer	<b>Fred, Abdul N</b>		

[NEXT>](#)

[ICE.MyBiz](#) | [ICE.PAA.V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

You can change your Rating Official, Higher Level Reviewer or both with one click.

Always select:  
Annual Appraisal - NG  
Be sure you are selecting the correct dates and that they coincide with the dates entered on the Job Objectives

when you are done, select the Next button or the Mission Goals tab to build your plan


**From this page the Rating Official can track progress of the plan, and change the Rating Official and/or Higher Level Reviewer.**

# Mission Goals

The screenshot displays the 'Performance Appraisal Application (PAA)' web interface. At the top left is the National Guard Bureau logo. The title 'Performance Appraisal Application (PAA)' is centered at the top. A navigation bar includes links for 'ICE MyBiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'. Below this, the page is titled 'NG PAA'. On the right side of this section are buttons for 'Transfer to Rating Official', 'Track Progress', and 'Return to Main Page'. The 'Employee Information' section shows the name 'Blomme, Domingo X' and a link to 'Show Employee Details'. A tabbed interface below has 'Plan' selected, with sub-tabs for 'Reports/Forms', 'Plan Details', 'Mission Goals' (which is active), 'Job Objectives', and 'Approvals & Acknowledgments'. The 'Mission Goals' section contains a text area with the placeholder 'This is where you input your Mission Goals'. Below the text area is a 'Counter' showing '42' and a note '(Limit to 1400 characters)'. At the bottom right of the text area are '<PREVIOUS' and 'NEXT>' buttons. A black arrow points to the 'NEXT>' button. The footer of the page repeats the navigation links: 'ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences'.

**This page provides information regarding your Organization's goals and priorities. Either the Rating Official or the employee can provide this information. Select the Next button to continue.**

# Job Objectives-Rating Official

 Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** Reports/Forms

Plan Details Mission Goals **Job Objectives** Approvals & Acknowledgments

**Job Objectives**  
This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. [Need Help?](#)

- To add a new Objective, select the 'Add Objective' button.
- To update a Objective, select the 'Update' button under the action column.  
(Important: You must have ownership of your Performance Plan to update your Objectives).
- All 'Approved' Objectives with assigned weights must equal a total of 100%.
- To view an existing Objective, select the 'View' button under the Action Column.

**Important:** If your Job Objective is approved, only your Rating Official may change/edit it.

☒ **TIP** Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.

[Add Job Objective](#)

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
No results found.						

<PREVIOUS NEXT>

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

**This page provides details about the status of the job objectives. The Rating Official may add, update and view the job objectives. Select Add Job Objective button.**

# Job Objectives-Rating Official

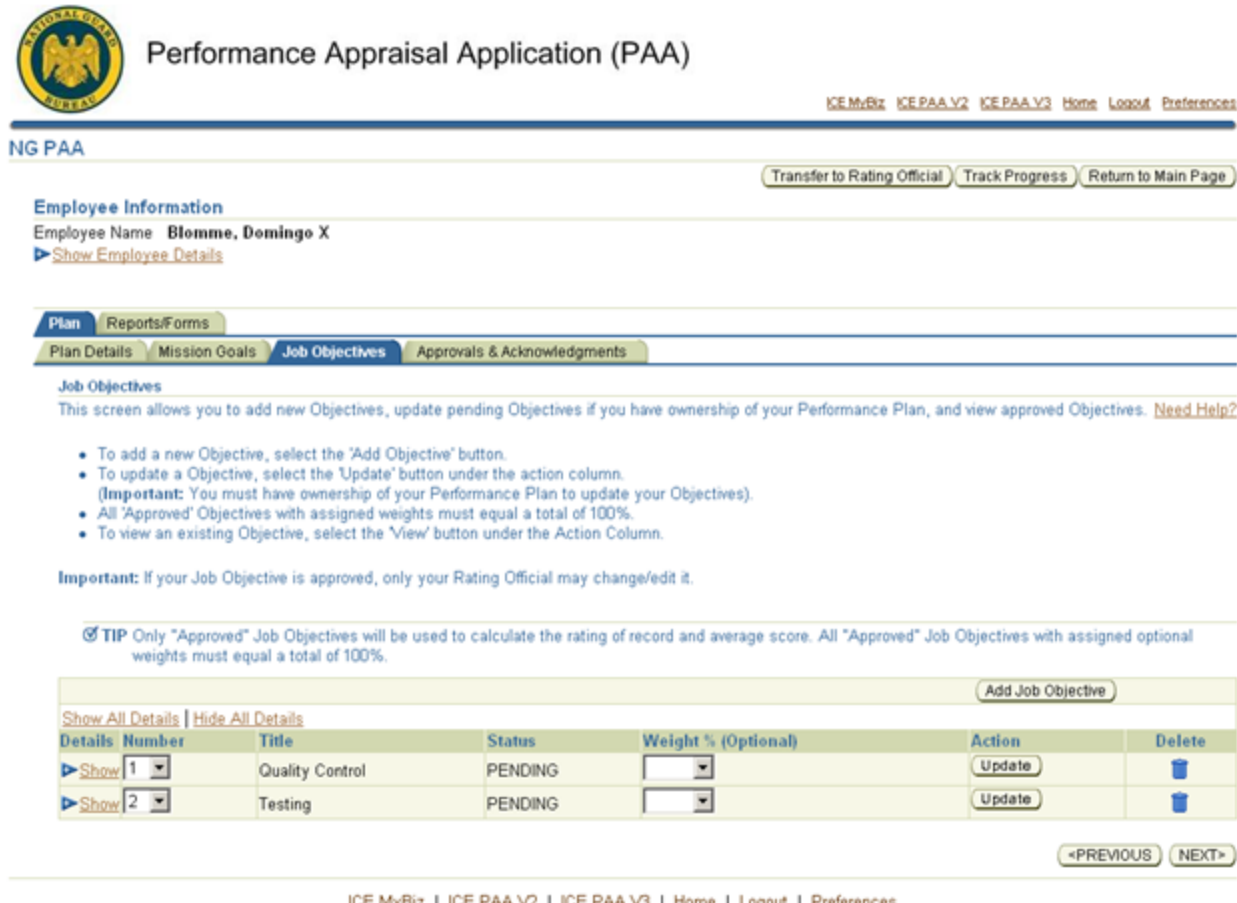
The screenshot shows the 'Add Job Objective' form in the Performance Appraisal Application (PAA). The form includes the following fields and elements:

- Object Number:** A text box containing the value '1'. A blue callout box points to this field with the text: 'The Job Objective Number auto populates'.
- Objective Title:** A text box containing the value 'Quality Control'.
- Start Date:** A date picker showing '01-Oct-2008'. A blue callout box points to this field with the text: 'You can change the start date to reflect the period of performance'.
- Job Objective Status:** A dropdown menu showing 'PENDING'.
- Date Last Modified:** A text box showing '27-Feb-2009'.
- Job Objective:** A large text area for entering the objective description. A blue callout box points to this area with the text: 'You may copy and paste or type your Job Objective'.
- Counter:** A small box at the bottom right of the text area showing '10'.

At the top of the form, there is a header with the ICE logo and the title 'Performance Appraisal Application (PAA)'. Below the header, there are navigation links: 'ICE MyBiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'. The form also includes a 'Need Help?' link and three main action buttons: 'Save', 'Save and Add Another Job Objective', and 'Save and Return to Job Objectives Tab'.

**On this page the Rating Official (RO) may copy and paste from another application or type a job objective. When the RO is done they can Save it, Save and Add Another Job Objective, or Save and Return to the Job Objectives Tab. Repeat this process until all of the job objectives are created. When complete select Save and Return to Job Objectives Tab.**

# Job Objectives



The screenshot shows the 'Performance Appraisal Application (PAA)' interface. At the top left is the Department of Public Safety logo. The title 'Performance Appraisal Application (PAA)' is centered. On the top right, there are links: 'ICEMvRiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'. Below this is a navigation bar with 'NG PAA' on the left and three buttons: 'Transfer to Rating Official', 'Track Progress', and 'Return to Main Page'. The main content area has a section for 'Employee Information' showing 'Employee Name: Blomme, Domingo X' and a link 'Show Employee Details'. Below this is a tabbed interface with 'Plan', 'Reports/Forms', 'Plan Details', 'Mission Goals', 'Job Objectives' (selected), and 'Approvals & Acknowledgments'. The 'Job Objectives' section includes instructions on how to add, update, and view objectives, and an important note about ownership. A tip states that only 'Approved' objectives are used for ratings. At the bottom, there is a table of job objectives with columns for Details, Number, Title, Status, Weight %, Action, and Delete. The table contains two rows: 'Quality Control' and 'Testing', both with a status of 'PENDING'. Each row has an 'Update' button and a 'Delete' icon. Above the table is an 'Add Job Objective' button. Below the table are 'PREVIOUS' and 'NEXT' buttons. At the very bottom, there are links: 'ICE MvRiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'.

Performance Appraisal Application (PAA)

ICEMvRiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

Employee Name: Blomme, Domingo X

Show Employee Details

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Job Objectives

This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. [Need Help?](#)

- To add a new Objective, select the 'Add Objective' button.
- To update a Objective, select the 'Update' button under the action column.  
(Important: You must have ownership of your Performance Plan to update your Objectives).
- All 'Approved' Objectives with assigned weights must equal a total of 100%.
- To view an existing Objective, select the 'View' button under the Action Column.

Important: If your Job Objective is approved, only your Rating Official may change/edit it.

TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.

Add Job Objective

Show All Details Hide All Details

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
Show	1	Quality Control	PENDING		Update	
Show	2	Testing	PENDING		Update	

PREVIOUS NEXT

ICE MvRiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

From this page the Rating Official can add weights to the job objectives, update, add or delete a job objective. When your job objectives are complete click on the Next button.

# Approvals and Acknowledgments

The screenshot displays the Performance Appraisal Application (PAA) interface. At the top left is the National Police Bureau logo. The title "Performance Appraisal Application (PAA)" is centered. A navigation bar at the top right includes links for ICE MyBiz, ICE PAA V2, ICE PAA V3, Home, Logout, and Preferences. Below this, a sub-header "NG PAA" is visible. A row of buttons includes "Transfer to Rating Official", "Track Progress", and "Return to Main Page". The "Employee Information" section shows the name "Blomme, Domingo X" and a link to "Show Employee Details". A tabbed interface below has tabs for "Plan", "Reports/Forms", "Plan Details", "Mission Goals", "Job Objectives", and "Approvals & Acknowledgments". The "Approvals & Acknowledgments" section contains a description of the screen's purpose and a "Need Help?" link. It lists four steps for the approval process, each with a "Show" link. A table below shows the status of these steps, all marked as "Not Started". The last step, "Step 4: Employee - Acknowledgment", has an "Acknowledge Receipt" button. A blue callout box points to this button, stating: "This screen details the status of the approval and acknowledgment process." At the bottom right of the table area is a "<PREVIOUS" button. The footer navigation bar repeats the links: ICE MyBiz, ICE PAA V2, ICE PAA V3, Home, Logout, and Preferences.

Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

Employee Name Blomme, Domingo X

Show Employee Details

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Approvals & Acknowledgments

This screen provides information regarding the detailed status of your performance plan. [Need Help?](#)

- Select 'Show' to see detailed information about an approval (dates, method, etc.).
- If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Objectives.
- Select the 'Acknowledge Receipt' button if highlighted.

Show All Details Hide All Details

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	
Show	Step 2: Higher Level - Review	Not Started	
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	
Show	Step 4: Employee - Acknowledgment	Not Started	Acknowledge Receipt

This screen details the status of the approval and acknowledgment process.

<PREVIOUS

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

**This page displays information regarding the status of the Performance Plan. From this page the Rating Official may complete a step if it is highlighted, transfer the plan , track progress or return to the Main Page.**



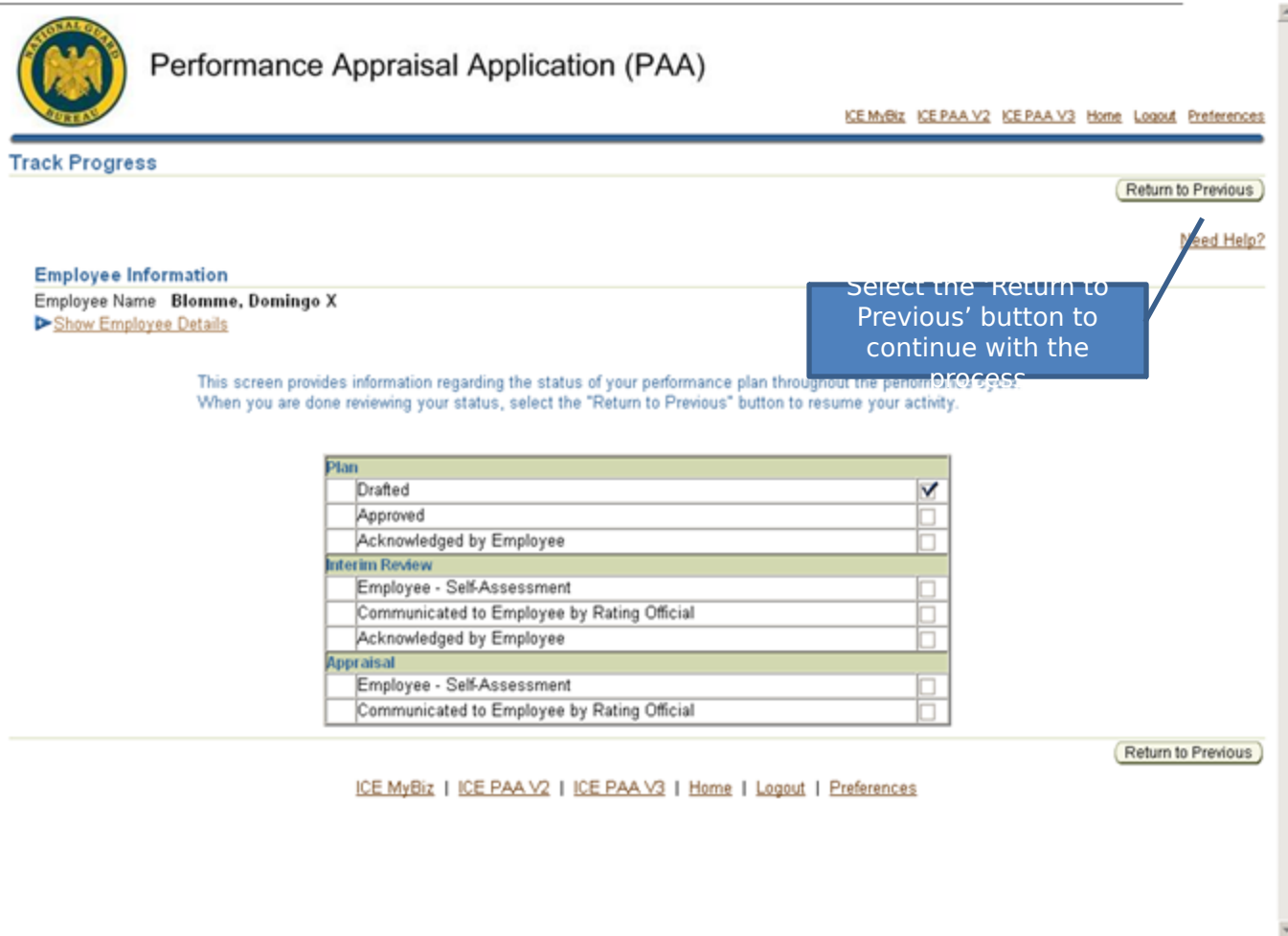
# Transferring to Rating Official



The screenshot displays the 'Performance Appraisal Application (PAA)' interface. At the top left is the ICE logo. The title 'Performance Appraisal Application (PAA)' is centered. On the right, there are links: 'ICE MyBiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'. Below the title bar, the page is titled 'Employee Notification to Rating Official - Bogema, Genny B'. There are three buttons: 'Cancel', 'Transfer to Rating Official without E-mail Notification', and 'Transfer to Rating Official with E-mail Notification'. The 'Message to Rating Official' section contains a text area for sending a message. Below the text area, a notice states: 'Notice: You are about to contact Bogema, Genny B by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.' At the bottom, there are the same three buttons as above, followed by the same set of links: 'ICE MyBiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'.

**From this page the employee will transfer the Performance Plan to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in MyBiz+ or MyTeam for this functionality to work.**

# Track Progress



The screenshot shows the 'Track Progress' page of the Performance Appraisal Application (PAA). At the top left is the National Bureau of Investigation (NBI) logo. The page title is 'Performance Appraisal Application (PAA)'. Navigation links include 'ICE MyBiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'. The 'Track Progress' section includes a 'Return to Previous' button and a 'Need Help?' link. Under 'Employee Information', the name 'Blomme, Domingo X' is displayed with a 'Show Employee Details' link. A blue callout box points to the 'Return to Previous' button with the text: 'Select the "Return to Previous" button to continue with the process'. Below this is a descriptive paragraph: 'This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.' The main content area contains three sections: 'Plan', 'Interim Review', and 'Appraisal', each with a table of status items and checkboxes.

Plan	
Drafted	<input checked="" type="checkbox"/>
Approved	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>

Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>

Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

At the bottom of the page, there is another 'Return to Previous' button and the same set of navigation links: 'ICE MyBiz', 'ICE PAA V2', 'ICE PAA V3', 'Home', 'Logout', and 'Preferences'.

**This page displays the status of the Performance Plan throughout the cycle.**

# Approving a Performance Plan – Rating Official

**Performance Appraisal Application (PAA)**

NG PAA - Rating Official

Employee Information  
Employee Name: **Blomme, Domingo X**  
[Show Employee Details](#)

Plan | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Approvals & Acknowledgments

**Job Objectives**  
This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives. [Need Help?](#)

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

☒ **TIP** Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.


Details	Number	Title	Status	Weight % (Optional)	Action	Delete
<a href="#">Show</a>	1	Quality Control	PENDING	6	<a href="#">Update</a>	
<a href="#">Show</a>	2	Testing	PENDING	0	<a href="#">Update</a>	

<PREVIOUS   NEXT>

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

**From this page the Rating Official can add weights to the employee's job objectives. The Rating Official can also update, add or delete a job objective. Select the Update button to continue.**

# Approving a Performance Plan – Rating Official

 Performance Appraisal Application (PAA)

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

### Update Job Objective


\* Indicates required field

[Save](#) [Save and Update Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

This screen allows you to update a Job Objective

Objective Number 1

\* Objective Title

\* Start Date    
(example: 27-Feb-2009)

Job Objective Status PENDING

Date Last Modified 27-Feb-2009

Job Objective

The is where you type your job objective

(Limit to 1000 characters)

Counter 40

[Save](#) [Save and Update Another Job Objective](#) [Save and Return to Job Objectives Tab](#)

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

**On this page the Rating Official may copy and paste or type a job objective. When the Rating Official is done he may Save it, Save and Update Another Job Objective, or Save and Return to the Job Objectives Tab. The process is repeated until all job objectives have been reviewed. Select the Save and Return to Job Objectives Tab to**

# Approving a Performance Plan – Rating Official

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">▼ Hide</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<a href="#">Start</a>

☒ **TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

**Option A - Transfer to the Higher Level Reviewer (HLR)**

Name	Title
Dobles, Titus K	Rating Official
Topps, Donella C	Higher Level Reviewer

☒ **TIP** Please select new HLR from list of values, if required.

Change Higher Level Reviewer  

**Message to Higher Level Reviewer**

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non security numbers or privacy act information in your e-mail.

[Cancel](#) [Transfer to Higher Level Reviewer without E-mail Notification](#) [Transfer to Higher Level Reviewer with E-mail Notification](#)



**From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.**

# Approving a Performance Plan – Rating Official

[Cancel](#) [Transfer to Higher Level Reviewer without E-mail Notification](#) [Transfer to Higher Level Reviewer with E-mail Notification](#)

---

**Option B - Document the higher level review has taken place by entering the following information:**

Higher Level Reviewer   Method of Review   
Review Date   Other Method  [Cancel](#) [Save](#)

---

Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

---

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

**Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.**

# Track Progress

[Need Help?](#)

## Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle.

When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
<input checked="" type="checkbox"/> Drafted	
<input type="checkbox"/> Reviewed by Higher Level Reviewer	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Acknowledged by Employee	
Interim Review	
<input type="checkbox"/> Employee - Self-Assessment	
<input type="checkbox"/> Rating Official - Assessment	
<input type="checkbox"/> Reviewed by Higher Level Review - If Required	
<input type="checkbox"/> Communicated to Employee by Rating Official	
<input type="checkbox"/> Acknowledged by Employee	
Appraisal	
<input type="checkbox"/> Employee - Self-Assessment	
<input type="checkbox"/> Rating Official - Assessment	
<input type="checkbox"/> Higher Level Reviewer Approved	
<input type="checkbox"/> Communicated to Employee by Rating Official	

[Return to Previous](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

**This page displays the status of the Performance Plan throughout the cycle.**

# Approving a Performance Plan – Higher Level Reviewer

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:      To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

**Plans/Appraisals In Progress**

Show Me:  Appraisal Year:       Create New Plan:

Table Size:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Willette, Morgan M	Fred, Abdul N	Rhynes, Conrad Z	2009	31	02-Mar-2009	NG	Approved	Appraisal Pending HLR Approval	<input type="text" value="Update"/> <input type="button" value="Go"/>
Puskas, Weston R	Puskas, Weston R	Rhynes, Conrad Z	2009	100	01-Mar-2009	NG	Approved	Interim Review Completed	<input type="text" value="View"/> <input type="button" value="Go"/>
Blomme, Domingo X	Fred, Abdul N	Rhynes, Conrad Z	2009	211		NG	Pending	Plan Pending HLR Review	<input type="text" value="Update"/> <input type="button" value="Go"/>


Select the link to search for Completed Plans.  
[▶ Show Completed Plans/Appraisals](#)

[Main PAA](#) | [Guest Participant](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

**From this Main Page, the Higher Level Reviewer can review the employee's Performance Plan, view and print the entire plan after it is created and track the status of the plan. Select the Go button to continue.**



# Approving a Performance Plan – Higher Level Reviewer

 Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences

NG PAA - Higher Level Reviewer

Track Progress Return to Main Page

**Employee Information**

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

**Plan** Reports/Forms

**Plan Details** Mission Goals Job Objectives Approvals & Acknowledgments

**Plan Details**

This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes. [Need Help?](#)


Appraisal Type	<b>Annual Appraisal - NG</b>	Performance Plan Approval Date	
Appraisal Period Start Date	<b>01-Oct-2008</b>	Plan Last Modified	
Appraisal Period End Date	<b>30-Sep-2009</b>	Created By	<b>Blomme, Domingo X</b>
Appraisal Effective Date	<b>01-Oct-2009</b>		
Rating Official Name	<b>Rhynes, Conrad Z</b>		
High Level Reviewer	<b>Fred, Abdul N</b>		

[NEXT>](#)

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

**On this page the Higher Level Reviewer can review the plan details, track progress or return to the Main Page. Select the Next button to continue.**

# Approving a Performance Plan – Higher Level Reviewer

 Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences

NG PAA - Higher Level Reviewer

Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** Reports/Forms

Plan Details **Mission Goals** Job Objectives Approvals & Acknowledgments

**Mission Goals**  
This screen provides information regarding your organization's goals and priorities. When done, select the 'Next' button or the 'Job Objectives' tab. [Need Help?](#)

Mission


(Limit to 1400 characters)

<PREVIOUS NEXT>

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

**On this page the Higher Level Reviewer can review the mission goals, track progress or return to the Main Page. Select the Next button to continue.**

# Approving a Performance Plan - Higher Level Reviewer

 Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Home Logout Preferences

NG PAA - Higher Level Reviewer

Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** Reports/Forms



Plan Details Mission Goals **Job Objectives** Approvals & Acknowledgments

**Job Objectives**  
This screen allows you to view your employee's Job Objectives. Select the 'View' button next to the Job Objective you want to view. [Need Help?](#)

**TIP** Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.

[Add Job Objective](#)

[Show All Details](#) | [Hide All Details](#)

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
<a href="#">Show 1</a>		test	PENDING		<a href="#">View</a>	
<a href="#">Show 2</a>		test	PENDING		<a href="#">View</a>	

[«PREVIOUS](#) [NEXT»](#)

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

**From the Job Objectives Tab the Higher Level Reviewer can view the job objectives. Select the Next button to continue.**

# Approving a Performance Plan – Higher Level Reviewer

**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Home Logout Preferences Diagnostics

NG PAA - Higher Level Reviewer

Track Progress Return to Main Page

**Employee Information**

Employee Name **Blomme, Domingo X**  
▶ [Show Employee Details](#)

**Plan** Reports/Forms

Plan Details Mission Goals Job Objectives **Approvals & Acknowledgments**

**Approvals & Acknowledgments**

This screen provides details about the status of your employee's performance plan. Select 'Show' to see the detailed information about the status of your employee's performance plan. [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details: Tasks	Status	Action
▶ <a href="#">Show</a> Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	
▶ <a href="#">Show</a> Step 2: Higher Level - Review	Pending Approval	<a href="#">Approve</a> or <a href="#">Return for Change</a>
▶ <a href="#">Show</a> Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
▶ <a href="#">Show</a> Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[About this Page](#) ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Diagnostics

[◀PREVIOUS](#)

The Higher Level Reviewer (HLR) can return the plan for the Rating Official (RO) to make changes. The HLR is not able to edit the Plan.

**The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Approve button to approve the plan.**

# Approving a Performance Plan – Higher Level Reviewer



The screenshot displays the Performance Appraisal Application (PAA) interface. At the top left is the National Guard Bureau logo. The title "Performance Appraisal Application (PAA)" is centered at the top. To the right of the title is a navigation bar with links: [ICE MyBiz](#), [ICE PAA V3](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#). Below the navigation bar is an "Information" section with a question: "Do you wish to approve the Performance Plan job objectives for Blomme, Domingo X?". At the bottom right of this section are two buttons: "No" and "Yes". An arrow points to the "Yes" button. At the bottom left of the page is a link: [About this Page](#). The same navigation bar is repeated at the bottom of the page.

**Select the Yes button to Approve the Performance Plan.**

# Approving a Performance Plan – Rating Official

**Performance Appraisal Application Main Page**

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:      To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

**Plans/Appraisals In Progress**

Show Me:  Appraisal Year:

Create New Plan

Table Size:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Willette, Morgan M	Fred, Abdul N	Rhynes, Conrad Z	2009	31	02-Mar-2009	NG	Approved	Appraisal Pending HLR Approval	<input type="text" value="View"/> <input type="button" value="Go"/>
Puskas, Weston R	Puskas, Weston R	Rhynes, Conrad Z	2009	100	01-Mar-2009	NG	Approved	Interim Review Completed	<input type="text" value="View"/> <input type="button" value="Go"/>
Blomme, Domingo X	Rhynes, Conrad Z	Rhynes, Conrad Z	2009	211		NG	Pending	Plan Reviewed by HLR	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.  
[▶ Show Completed Plans/Appraisals](#)

[Main PAA](#) | [Guest Participant](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#) | [Diagnostics](#)

**From the Main Page, the Rating Official can now begin to approve the plan. Select the Go button to continue.**

# Approving a Performance Plan – Rating Official

**Performance Appraisal Application (PAA)**

NG PAA - Rating Official

Employee Information  
Employee Name: **Blomme, Domingo X**  
[Show Employee Details](#)

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | **Approvals & Acknowledgments**

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>			
Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[<PREVIOUS](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

**The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.**

# Approving a Performance Plan – Rating Official

NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** **Reports/Forms**

[Plan Details](#) [Mission Goals](#) [Job Objectives](#) [Approvals & Acknowledgments](#)

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>			
Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	
<a href="#">Hide</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>

Communication Date:

Communication Method:

Other Method:

[Show](#) Step 4: Rating Official - Document Employee Acknowledgment Not Started Step 3 must be completed

[Save and go to Step 4](#)

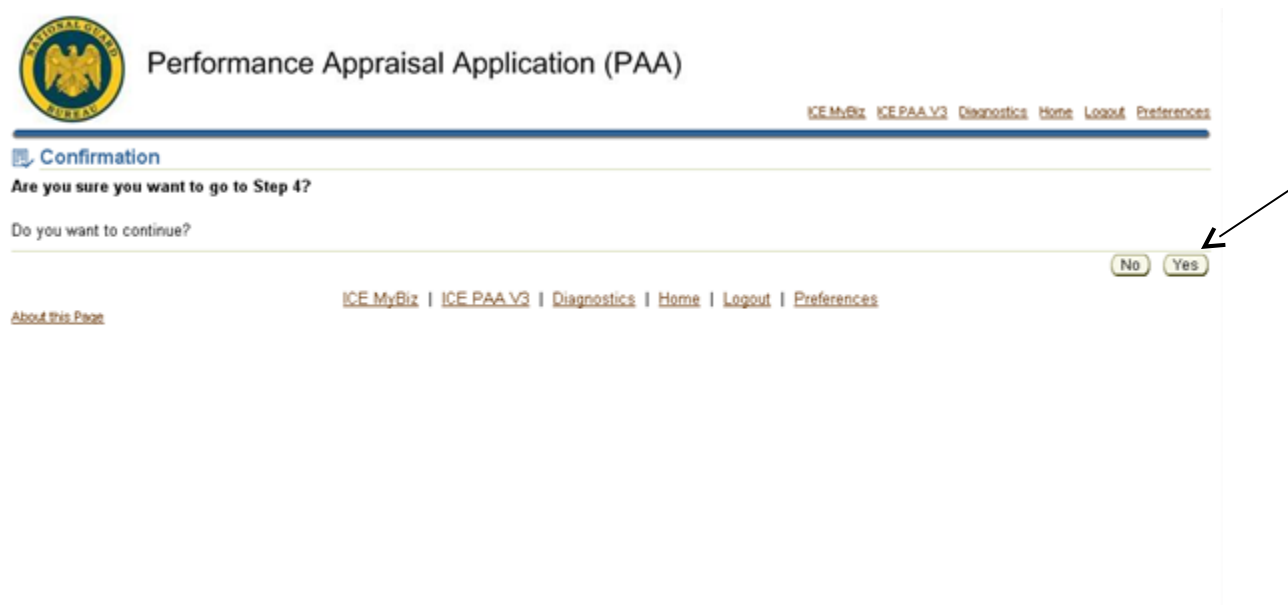
[Previous](#)

[About this Page](#) [ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

**At this point the Rating Official can document communication to the employee and the acknowledgment, or transfer the plan to the employee to acknowledge.**



# Approving a Performance Plan – Rating Official



The screenshot shows a web application titled "Performance Appraisal Application (PAA)". At the top left is the National Guard seal. The top right contains navigation links: [ICE MyBiz](#), [ICE PAA V3](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#). Below the header, a blue bar contains the word "Confirmation". The main content area asks "Are you sure you want to go to Step 4?" and "Do you want to continue?". At the bottom right of this area are two buttons: "No" and "Yes". An arrow points to the "Yes" button. At the bottom left, there is a link "About this Page". The bottom navigation bar repeats the links: [ICE MyBiz](#), [ICE PAA V3](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#).

**Select the Yes button to continue to step 4.**

# Approving a Performance Plan – Rating Official

**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Home Logout Preferences Diagnostics

Main PAA Guest Participant

NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives **Approvals & Acknowledgments**

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	<a href="#">Start</a>

[PREVIOUS](#)

[About this Page](#) [Main PAA](#) | [Guest Participant](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Diagnostics](#)

**The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.**

# Approving a Performance Plan – Rating Official

NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** | [Interim Reviews](#) | [Annual Appraisal](#) | [Other Assessments](#) | [Reports/Forms](#)

[Plan Details](#) | [Mission Goals](#) | [Job Objectives](#) | **Approvals & Acknowledgments**

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Completed	<a href="#">Start</a>
<a href="#">Hide</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	<a href="#">Start</a>

☒ **TIP** These fields are auto-populated at the time of employee acknowledgment. If the acknowledge, you may update this area accordingly.

Acknowledgment [Ack by Other Method](#)

Other Method [Refused](#)


Date [Ack by Other Method](#)

[Save](#) [PREVIOUS](#)

[About this Page](#) [ICE MyBiz](#) | [ICE PAA V3](#)

**At this point the Rating Official is documenting the acknowledgment of the plan. Select the Save button then transfer the plan to the employee.**

# Track Progress



## Performance Appraisal Application (PAA)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

---

**Track Progress**

Return to Previous

[Need Help?](#)

**Employee Information**

Employee Name **Blomme, Domingo X**  
[▶ Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.


Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

Return to Previous

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

**This page displays the status of the Performance Plan throughout the cycle.**

# Interim Review- Employee

 Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

**Plan Details** Mission Goals Job Objectives Approvals & Acknowledgments

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.


Change Rating Official or Higher Level Reviewer

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

NEXT>

**From this page the employee can track progress, change the Rating Official and Higher Level Reviewer or return to the Main Page. At this point, also notice that the Interim Reviews and Annual Appraisal Tabs are now available. Select the Interim Reviews Tab to begin the Interim**

# Interim Review- Employee



## Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

### NG PAA

Transfer to Rating Official Track Progress Return to Main Page

#### Employee Information

Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

Plan **Interim Reviews** Annual Appraisal Other Assessments Reports/Forms

#### Interim Reviews

Interim Reviews are conducted to assess your performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review. [Need Help?](#)

- To create an Interim Review, select the 'Create Interim Review' button.
- To complete other actions described above, select the button under the Action column.

**TIP** Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout assessment or Annual Appraisal)

Create Interim Review

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

About this Page ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

**From this page the employee can create an Interim Review by selecting the Create Interim Review button.**

# Interim Review- Employee

Interim Review Initiator **Blomme, Domingo X**  
Interim Review Status **Initiated**

Interim Review Number **1**

**Objective Assessments** Approvals & Acknowledgments

**Objective Assessments**  
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)

**Job Objectives**


Select	Order	ObjectiveTitle	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

**Job Objective**

tester


**Employee Self Assessment**

This is where the employee's Self Assessment is input.



**This is the place where the employee would input the Interim Review Self Assessment for each one of the job objectives.**

# Interim Review- Employee


 Performance Appraisal Application (PAA)

ICEMvBiz ICE PAA V3 [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

[Return To Interim Reviews Tab](#)

### Employee Information

Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

 **TIP** An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Interim Review Initiator **Blomme, Domingo X**  
Interim Review Status **Initiated**  
Interim Review Number **1**

**Objective Assessments** [Approvals & Acknowledgments](#)

### Objective Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)

#### Job Objectives

Select	Order	Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

#### Job Objective

tester

**After the Interim Review Self Assessments have been entered for each job objective, click the Return to Interim Reviews Tab.**



# Interim Review- Employee



## Performance Appraisal Application (PAA)

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### Employee Notification to Rating Official - Rhynes, Conrad Z

[Cancel](#) | [Transfer to Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

#### Message to Rating Official

This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the "Transfer to Rating Official with E-mail Notification" button to send the message.

Notice: You are about to contact Rhynes, Conrad Z by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

[Cancel](#) | [Transfer to Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

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[About this Page](#)

**From this page the employee transfers the Interim Review to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in MyBiz+ or MyTeam for this functionality to work.**

# Interim Review- Rating Official



## Performance Appraisal Application (PAA)

Version 3.0

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[Provide Guest Feedback](#)

[Rating Official/Higher Level Reviewer](#)

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

### Plans/Appraisals In Progress

✓ **TIP** Only Employees that have a plan in progress are listed below.

Show Me

Appraisal Year

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	
Blomme, Domingo X	Rhynes, Conrad Z	Rhynes, Conrad Z	2009	235	16-Apr-2009	NG	Approved	Interim in Progress	<div>Update</div> <div>Reports/Forms Change RO and/or HLR Close Track Progress Manage Guest Participants Update</div> <div>Go</div>

Select the link to search for Completed Plans.

▶ [Show Completed Plans/Appraisals](#)

**From the Main Page the Rating Official selects Update from the drop down and then the Go button to begin the Interim Review process.**

# Interim Review- Rating Official

 Performance Appraisal Application (PAA)

ICEMyBiz ICEPAAV3 Diagnostics Home Logout Preferences

NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

**Plan Details** Mission Goals Job Objectives Approvals & Acknowledgments

**Plan Details**  
This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.


When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
* Appraisal Period Start Date	01-Oct-2008	Plan Last Modified Date	
* Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
* Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

**From the Plan Details page the Rating Official would click on the Interim Reviews Tab to view the Self Assessments, if the employee completed Self Assessments.**

# Interim Review- Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**

Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

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Plan **Interim Reviews** Annual Appraisal Other Assessments Reports/Forms

**Interim Reviews**

Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review. [Need Help?](#)

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
- To complete other actions described above, select the button under the Action column.

✓ **TIP** Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Blomme, Domingo X	20-Mar-2009		Initiated				<a href="#">Update</a>	

About this Page

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**From this page the Rating Official can update or delete the Interim Review, transfer to the employee, track progress or return to the Main Page. Select the Update button to continue.**

# Interim Review- Rating Official

**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

Create/Update Interim Review

[Return To Interim Reviews Tab](#)

**Employee Information**  
Employee Name: **Blomme, Domingo X**  
[Show Employee Details](#)

Interim Review Initiator: **Rhynes, Conrad Z**  
Interim Review Status: **Initiated**  
Interim Review Number: **1**

**Assessments** **Approvals and Acknowledgments**

**Assessments**  
This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgments' button to begin the approvals process.

**Important Note:** If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be able to view your assessment.  
**TIP** An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

[Need Help?](#)

**Job Objectives**

Select	Order	ObjectiveTitle	Status	Weight % (Optional)
<input type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

**Job Objective Text**  
test

**Employee Self Assessment**

**Rating Official Assessment**  
This is where the rating official would put his assessments in.

(Limit to 2000 characters)

Counter: 53  
[Return to Top of Page](#)

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[at this Page](#)

**This is where the Rating Official would put in the Interim Review Assessment and then select the Return to Interim Reviews Tab at the bottom of the page.**

# Interim Review- Rating Official

The screenshot displays the 'Performance Appraisal Application (PAA)' interface. At the top, there is a header with the ICE MyBiz logo and navigation links: ICE MyBiz, ICE PAA V3, Diagnostics, Home, Logout, and Preferences. Below the header, the main title 'Create/Update Interim Review' is shown, along with a 'Return To Interim Reviews Tab' button. The 'Employee Information' section displays the employee's name as 'Blomme, Domingo X' and a link to 'Show Employee Details'. The 'Interim Review Initiator' is 'Blomme, Domingo X' and the 'Interim Review Status' is 'Initiated'. The 'Interim Review Number' is '1'. The 'Assessments' tab is selected, and the 'Approvals and Acknowledgments' sub-tab is active. The 'Approvals and Acknowledgments' section provides information regarding the status of the employee's Interim Review. It includes a 'Need Help?' link and instructions to select 'Show' to see detailed information. A table lists the steps of the review process, with the first step 'Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3' highlighted. The 'Status' for this step is 'Not Started', and the 'Action' column shows a 'Start' button, which is pointed to by an arrow. The other steps are 'Step 2: Higher Level Reviewer - Review (If Required)', 'Step 3: Rating Official - Document Communication to Employee', and 'Step 4: Rating Official - Document Employee Acknowledgment', all with a status of 'Not Started' and 'Start' buttons. The bottom of the page features a footer with the text 'About this Page' and the same navigation links as the header.

**Performance Appraisal Application (PAA)**

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Create/Update Interim Review

Return To Interim Reviews Tab

**Employee Information**

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X**

Interim Review Status **Initiated**

Interim Review Number **1**

**Assessments** **Approvals and Acknowledgments**

**Approvals and Acknowledgments**

[Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Not Started	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level Reviewer - Review (If Required)	Not Started	Step 1 must be completed
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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**The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.**

# Interim Review- Rating Official

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

Show All Details | Hide All Details


Details	Tasks	Status	Action
▼ Hide	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<button>Start</button>

☒ **TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

**Option A - Transfer to the Higher Level Reviewer (HLR)**

Name	Title
Dobles, Titus K	Rating Official
Topps, Donella C	Higher Level Reviewer

☒ **TIP** Please select new HLR from list of values, if required.

Change Higher Level Reviewer  

**Message to Higher Level Reviewer**

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non security numbers or privacy act information in your e-mail.



Cancel Transfer to Higher Level Reviewer without E-mail Notification Transfer to Higher Level Reviewer with E-mail Notification

**From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.**




# Interim Review- Rating Official

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**Option B - Document the higher level review has taken place by entering the following information:**

Higher Level Reviewer   Method of Review   
Review Date   Other Method

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 Step 2: Higher Level - Review	Not Started	Step 1 must be completed
 Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
 Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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**Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.**



# Interim Review- Rating Official

The screenshot displays the 'Performance Appraisal Application (PAA)' interface. At the top left is the ICE logo. The main header reads 'Performance Appraisal Application (PAA)'. Navigation links include 'ICE MyBiz', 'ICE PAA V3', 'Diagnostics', 'Home', 'Logout', and 'Preferences'. The page title is 'Create/Update Interim Review', with a 'Return To Interim Reviews Tab' button. The 'Employee Information' section shows 'Employee Name: Blomme, Domingo X' and a 'Show Employee Details' link. Below this, 'Interim Review Initiator: Blomme, Domingo X' and 'Interim Review Status: Initiated' are shown, along with 'Interim Review Number: 1'. The 'Assessments' and 'Approvals and Acknowledgments' tabs are visible. The 'Approvals and Acknowledgments' tab is active, showing a 'Need Help?' link and instructions: 'This screen provides information regarding the status of your employee's Interim Review. Select 'Show' to see the detailed information about the status of your employee's Interim Review.' A table lists four steps with 'Show' links, 'Status', and 'Action' buttons. An arrow points to the 'Start' button for Step 3. The footer includes 'About this Page' and the same navigation links as the header.

**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

Create/Update Interim Review [Return To Interim Reviews Tab](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X**  
Interim Review Status **Initiated**  
Interim Review Number **1**

**Assessments** **Approvals and Acknowledgments**

**Approvals and Acknowledgments** [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.  
Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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**The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.**

# Interim Review- Rating Official

[Create/Update Interim Review](#)

[Return To Interim Reviews Tab](#)

## Employee Information

Employee Name **Eutsler, Takako Q**

[▶ Show Employee Details](#)

Interim Review Initiator **Bogema, Genny B**

Interim Review Status **Initiated**

Interim Review Number **2**

[Assessments](#) [Approvals and Acknowledgments](#)

## Approvals and Acknowledgments

[Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Status	Action
<a href="#">▶ Show</a> Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	<a href="#">Start</a>
<a href="#">▶ Show</a> Step 2: Higher Level Reviewer - Review (If Required)	Completed	
<a href="#">▼ Hide</a> Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>

Communication Date

Communication Method

Other Method

[Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

<a href="#">▶ Show</a> Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed
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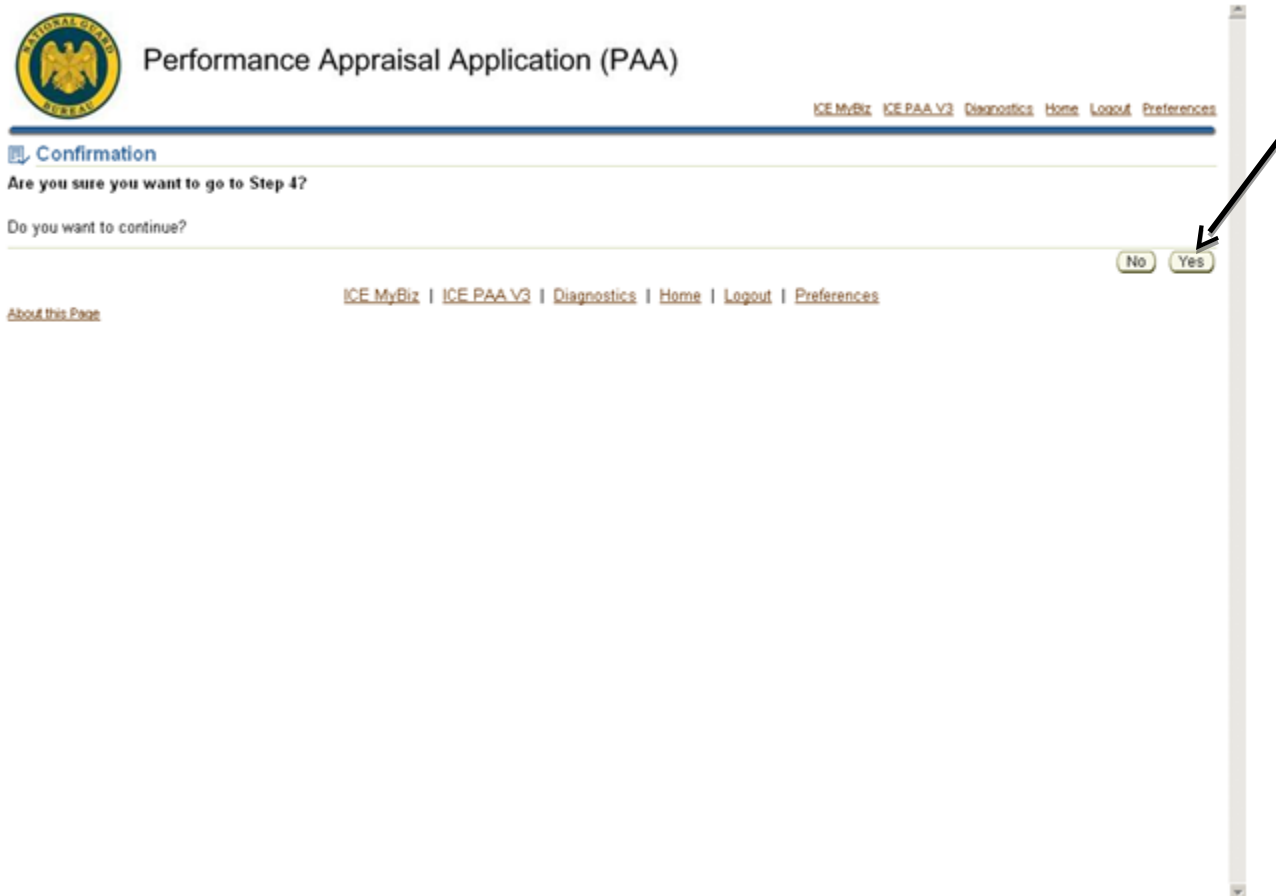
HR recommends the Face to Face Communication Method


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**At this point the Rating Official can document communication to the employee and the acknowledgment, or the Rating Official can transfer it to the employee to acknowledge the Interim Review.**

# Interim Review- Rating Official



 Performance Appraisal Application (PAA)

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[Confirmation](#)

Are you sure you want to go to Step 4?

Do you want to continue?

[About this Page](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

**The Rating Official would select Yes if they are ready to document the employee's acknowledgment.**

# Interim Review- Rating Official

The screenshot displays the Performance Appraisal Application (PAA) interface. At the top left is the Department of Public Safety logo. The title "Performance Appraisal Application (PAA)" is centered. Navigation links include ICE MyBiz, ICE PAA V3, Diagnostics, Home, Logout, and Preferences. The main heading is "Create/Update Interim Review" with a "Return To Interim Reviews Tab" button. The "Employee Information" section shows "Employee Name: Blomme, Domingo X" and a "Show Employee Details" link. Below this, the "Interim Review Initiator" is "Blomme, Domingo X" and the "Interim Review Status" is "Pending Empl Acknowledgment". The "Interim Review Number" is "1". The "Assessments" and "Approvals and Acknowledgments" tabs are visible. The "Approvals and Acknowledgments" tab is active, showing a "Need Help?" link and instructions: "This screen provides information regarding the status of your employee's Interim Review." and "Select 'Show' to see the detailed information about the status of your employee's Interim Review." A table with columns "Details", "Status", and "Action" lists four steps. An arrow points to the "Start" button in the "Action" column for Step 4.

Details	Status	Action
<a href="#">Show</a> Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	<a href="#">Start</a>
<a href="#">Show</a> Step 2: Higher Level Reviewer - Review (If Required)	Completed	<a href="#">Start</a>
<a href="#">Show</a> Step 3: Rating Official - Document Communication to Employee	Completed	<a href="#">Start</a>
<a href="#">Show</a> Step 4: Rating Official - Document Employee Acknowledgment	Not Started	<a href="#">Start</a>

**The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to begin.**

# Interim Review- Rating Official

[Return To Interim Reviews Tab](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[▶ Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X**  
Interim Review Status **Pending Empl Acknowledgment**  
Interim Review Number **1**

**Assessments** **Approvals and Acknowledgments**

**Approvals and Acknowledgments** [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">▶ Show</a>	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 2: Higher Level Reviewer - Review (If Required)	Completed	<a href="#">Start</a>
<a href="#">▶ Show</a>	Step 3: Rating Official - Document Communication to Employee	Completed	<a href="#">Start</a>
<a href="#">▼ Hide</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	<a href="#">Start</a>

**TIP** These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment

Other

Date

[Save](#)

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**The Rating Official is documenting the employee's acknowledgment of the Interim Review. Once documented, click Save to continue.**

# Interim Review- Rating Official

The screenshot displays the 'Performance Appraisal Application (PAA)' interface. At the top left is the ICE logo. The title 'Performance Appraisal Application (PAA)' is centered. On the top right, there are navigation links: 'ICE MyBiz', 'ICE PAA V3', 'Diagnostics', 'Home', 'Logout', and 'Preferences'. Below the title bar, the main heading is 'Create/Update Interim Review'. On the right side of this heading, there is a button labeled 'Return To Interim Reviews Tab', which is pointed to by a black arrow. Below this, the 'Employee Information' section shows 'Employee Name: Blomme, Domingo X' and a link 'Show Employee Details'. Further down, it indicates 'Interim Review Initiator: Blomme, Domingo X' and 'Interim Review Status: Completed', with 'Interim Review Number: 1' on the right. A tabbed interface shows 'Assessments' and 'Approvals and Acknowledgments'. The 'Approvals and Acknowledgments' section includes a 'Need Help?' link and explanatory text. At the bottom, there is a table with columns 'Details', 'Status', and 'Action'. The table lists four steps, all with a 'Completed' status and a 'Start' button. The bottom of the page features a footer with 'About this Page' and the same navigation links as the top.

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Create/Update Interim Review

Return To Interim Reviews Tab

**Employee Information**  
Employee Name: **Blomme, Domingo X**  
[Show Employee Details](#)

Interim Review Initiator: **Blomme, Domingo X**  
Interim Review Status: **Completed**  
Interim Review Number: **1**

Assessments | Approvals and Acknowledgments

**Approvals and Acknowledgments** [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.  
Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Status	Action
<a href="#">Show</a> Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	<a href="#">Start</a>
<a href="#">Show</a> Step 2: Higher Level Reviewer - Review (If Required)	Completed	
<a href="#">Show</a> Step 3: Rating Official - Document Communication to Employee	Completed	<a href="#">Start</a>
<a href="#">Show</a> Step 4: Rating Official - Document Employee Acknowledgment	Completed	<a href="#">Start</a>

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**The Rating Official selects the Return to Interim Reviews Tab button.**

# Interim Review- Rating Official

**Performance Appraisal Application (PAA)**

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**NG PAA - Rating Official**

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name: **Blomme, Domingo X**  
[Show Employee Details](#)

**Interim Reviews**  
Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review. [Need Help?](#)

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
- To complete other actions described above, select the button under the Action column.


**TIP** Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Blomme, Domingo X	20-Mar-2009	20-Mar-2009	Completed	20-Mar-2009	Face to Face	20-Mar-2009	<a href="#">View History</a>	

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**The Rating Official selects Transfer to Employee after the Interim Review is complete.**

# Track Progress



## Performance Appraisal Application (PAA)

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### Track Progress

Return to Previous

Need Help?

#### Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input checked="" type="checkbox"/>
Rating Official - Assessment	<input checked="" type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

Return to Previous

About this Page

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**This page displays the status of the Performance Plan throughout the cycle.**



# Annual Appraisal- Employee

**Performance Appraisal Application (PAA)**  
Version 3.0

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PAA Main Page Provide Guest Feedback My Journal

Employee

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

[Appraisals of Blomme, Domingo X](#)

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

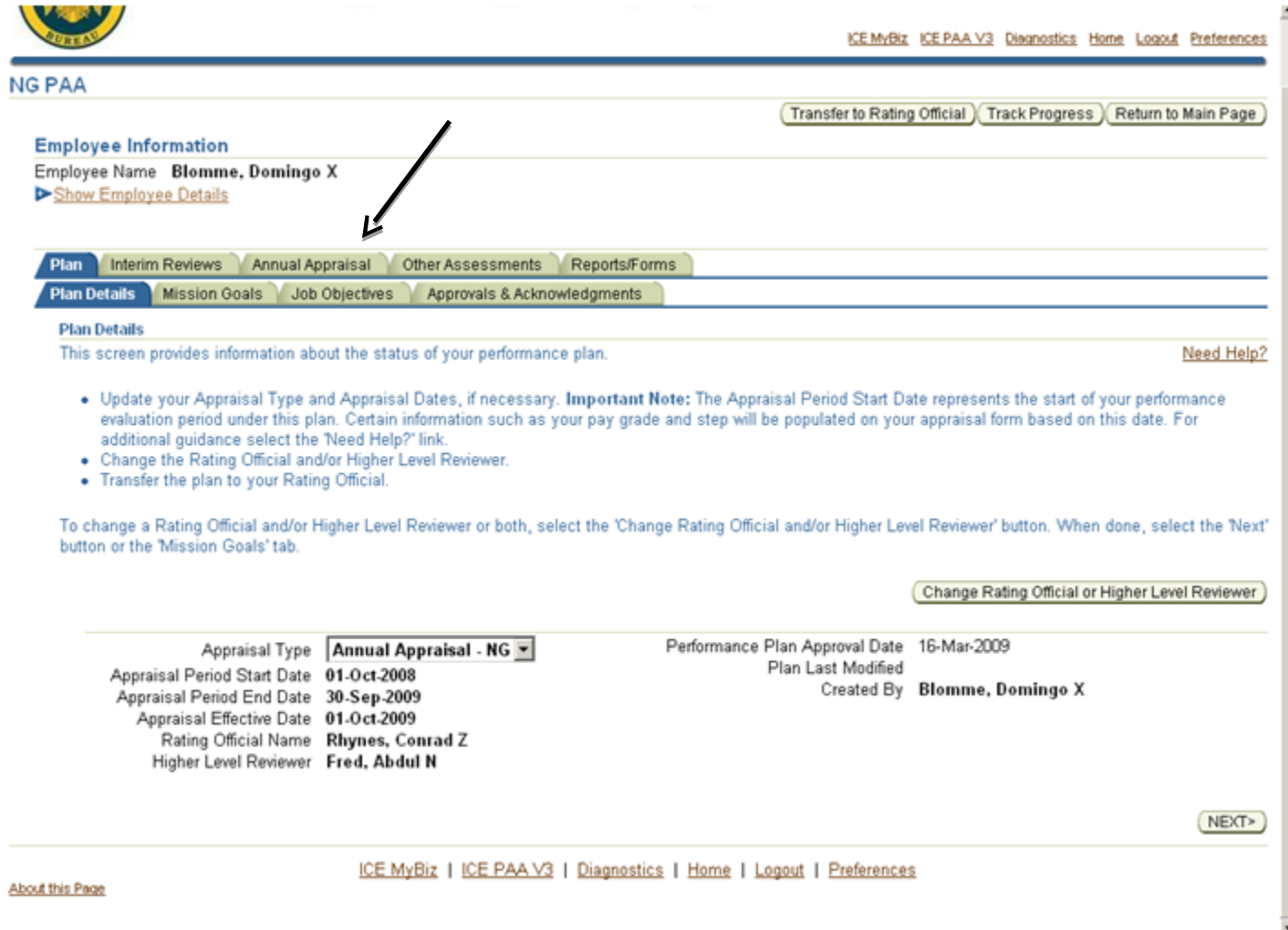
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Blomme, Domingo X	Rhynes, Conrad Z	2009	211	16-Mar-2009	NG	Approved	Interim Review Completed	Update Go

Select the link to search for completed plans.  
[▶ Show Completed Plans/Appraisals](#)

PAA Main Page | Provide Guest Feedback | My Journal | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostics

**To begin the Annual Appraisal the employee selects Update and then the Go button.**

# Annual Appraisal- Employee



**NG PAA**

[ICE MyBiz](#) [ICE PAA V3](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** **Interim Reviews** **Annual Appraisal** **Other Assessments** **Reports/Forms**

**Plan Details** **Mission Goals** **Job Objectives** **Approvals & Acknowledgments**

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	<b>Annual Appraisal - NG</b>	Performance Plan Approval Date	16-Mar-2009
Appraisal Period Start Date	<b>01-Oct-2008</b>	Plan Last Modified	
Appraisal Period End Date	<b>30-Sep-2009</b>	Created By	<b>Blomme, Domingo X</b>
Appraisal Effective Date	<b>01-Oct-2009</b>		
Rating Official Name	<b>Rhynes, Conrad Z</b>		
Higher Level Reviewer	<b>Fred, Abdul N</b>		

[NEXT>](#)

[About this Page](#) [ICE MyBiz](#) [ICE PAA V3](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

The employee would then select the Annual Appraisal Tab.

# Annual Appraisal- Employee

The screenshot displays a web application interface for an Annual Appraisal. At the top, there is a navigation bar with tabs: Plan, Interim Reviews, Annual Appraisal (selected), Other Assessments, and Reports/Forms. Below this is a sub-header 'Assessments' with a description: 'Select the 'My Journal' link to refer to or copy and paste any self-assessment information'. There are links for 'Need Help?' and 'My Journal'. The main section is titled 'Job Objectives' and contains a table with columns: Select, Order, ObjectiveTitle, Status, and Weights % (Optional). The table has two rows, both with 'test' as the ObjectiveTitle and 'APPROVED' as the Status. Below the table is a section titled 'Job Objective' with a text area containing the word 'tester'. At the bottom is a section titled 'Employee Self Assessment' with a large text area. An arrow points to the bottom right corner of the 'Employee Self Assessment' text area.

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

**Assessments**

Assessments  
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)

**Job Objectives**

Select	Order	ObjectiveTitle	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

**Job Objective**

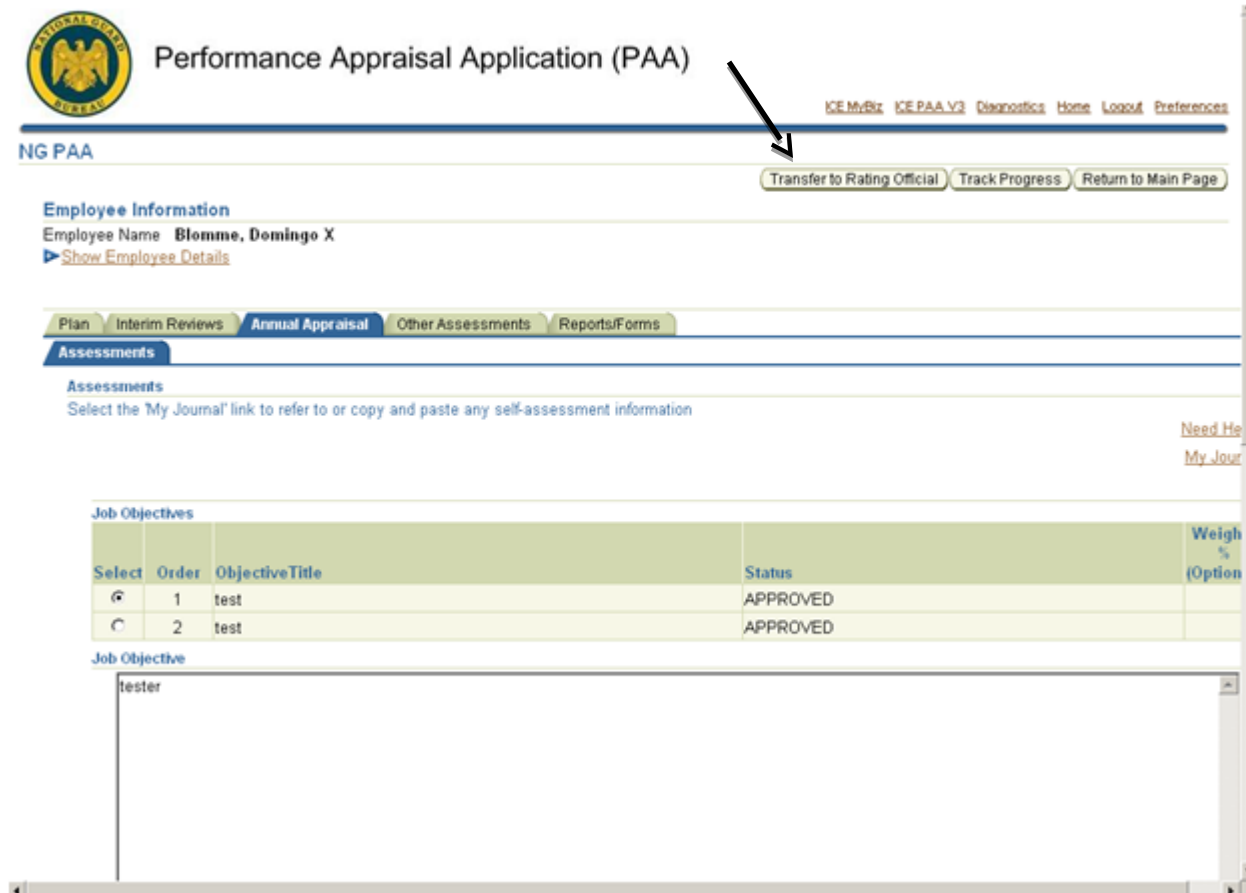
tester

**Employee Self Assessment**

This is where the employee inputs the Self Assessment.

**This is where the employee would input their Annual Appraisal Self Assessment for each one of their job objectives.**

# Annual Appraisal- Employee



**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Assessments**

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

**Assessments**  
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)


**Job Objectives**

Select	Order	ObjectiveTitle	Status	Weight % (Option)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

**Job Objective**  
tester

**After completing the Self Assessment for each job objective the employee selects the Transfer to Rating Official button.**

# Annual Appraisal- Employee



Performance Appraisal Application (PAA)

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Employee Notification to Rating Official - Rhynes, Conrad Z

[Cancel](#) | [Transfer to Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

**Message to Rating Official**

This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Notice: You are about to contact Rhynes, Conrad Z by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

[Cancel](#) | [Transfer to Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

[About this Page](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

**From this page the employee transfers the Annual Appraisal to the Rating Official for review and approval. If the employee transfers it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in MyBiz+ or MyTeam for this functionality to work.**

# Annual Appraisal- Rating Official

**Performance Appraisal Application (PAA)**  
Version 3.0

KEPAA/33 Home Logout Preferences Oracle Help Diagnostics

PAA Main Page Provide Guest Feedback

**Rating Official/Higher Level Reviewer**

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

### Plans/Appraisals In Progress

Show Me  Appraisal Year

Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Rhynes, Conrad Z	Rhynes, Conrad Z	2009	211	16-Mar-2009	NG	Approved	Interim Review Completed	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.  
[Show Completed Plans/Appraisals](#)

**From the Main Page the Rating Official selects Update and then the Go button to begin reviewing the Annual Appraisal Self Assessments.**

# Annual Appraisal- Rating Official

NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

**Plan Details** Mission Goals Job Objectives Approvals & Acknowledgments

**Plan Details**  
This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
• Appraisal Period Start Date	01-Oct-2008	Plan Last Modified Date	
• Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
• Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

[NEXT>](#)

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**From the Plan Details Tab the Rating Official selects the Annual Appraisal Tab.**

# Annual Appraisal- Rating Official

**Employee Self Assessment**

This is where the employee inputs the Self Assessment

**Rating Official Assessment**

This is where the Rating Official inputs the assessment

**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**

Employee Name **Blomme, Domingo X**

Show Employee Details

**Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms**

**Assessments and Ratings Rating of Record Approvals & Acknowledgments**

**Assessments and Ratings**

This screen allows you to view your employee's job objectives and self-assessment and write your evaluations.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once all Assessments and Ratings have been assigned to Job Objectives, select the Rating of Record tab.

\* Appraisal Type **Annual Appraisal - NG** Appraisal Period Start Date **15-Oct-2008** Appraisal Period End Date **23-Sep-2009**

Appraisal Effective Date **24-Sep-2009**

**Job Objectives**

Select	Order	ObjectiveTitle	Status	Weights % (Optional)	Adjusted Weight	Rating
<input checked="" type="radio"/>	1	test	APPROVED			
<input type="radio"/>	2	test	APPROVED			

**Job Objective**

test

(Limit to 2000 characters)

Counter 55

**Objective Rating**

Optional Weight Adjusted Weight

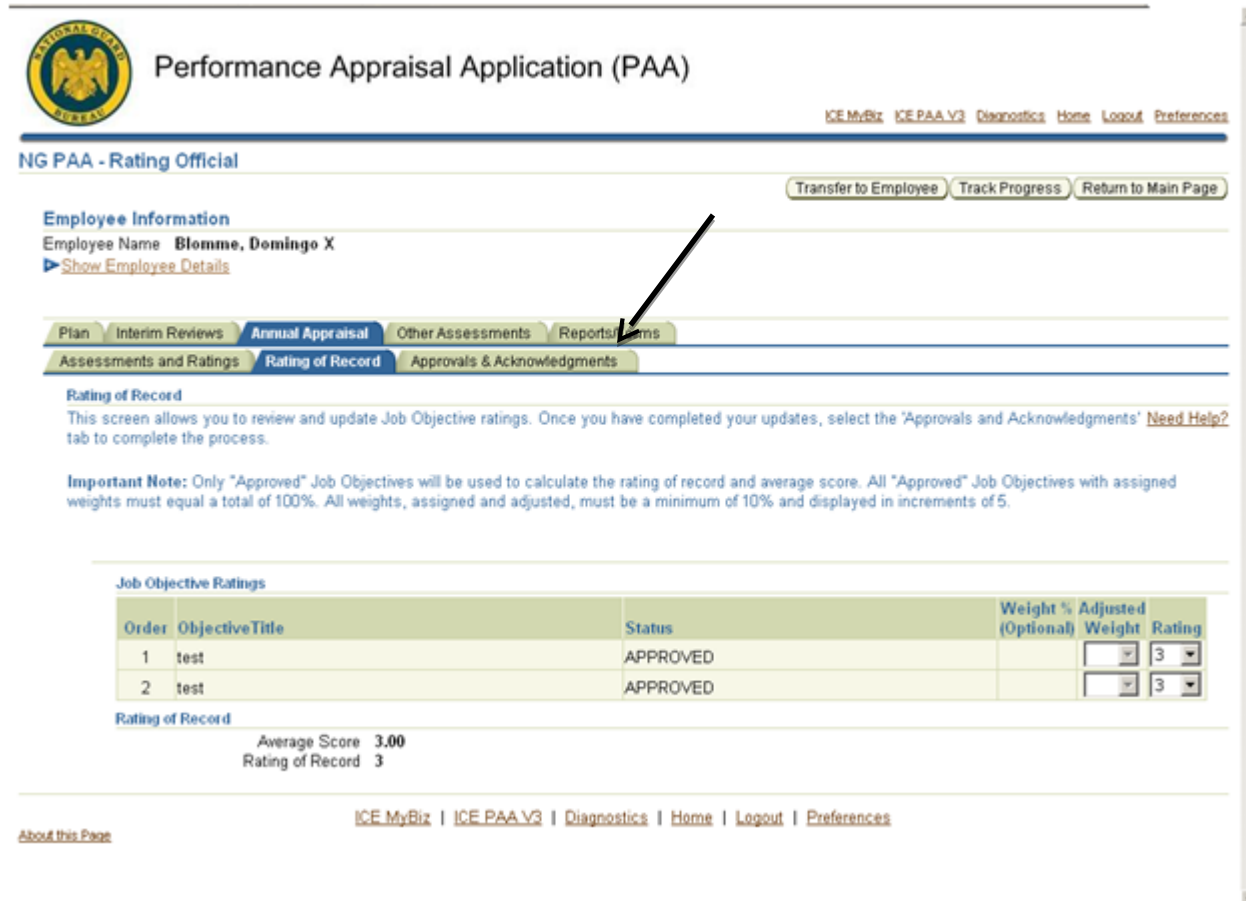
Job Objective Rating **3**

Return to Top of Page

**This is the location for the Rating Official to input the Annual Appraisal Assessment and the Job Objective Rating. Click on the Rating of Record Tab to continue.**



# Annual Appraisal- Rating Official



**Performance Appraisal Application (PAA)**

ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

**NG PAA - Rating Official**

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name: **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** | **Interim Reviews** | **Annual Appraisal** | **Other Assessments** | **Reports/Forms**

**Assessments and Ratings** | **Rating of Record** | **Approvals & Acknowledgments**

**Rating of Record**  
This screen allows you to review and update Job Objective ratings. Once you have completed your updates, select the 'Approvals and Acknowledgments' [Need Help?](#) tab to complete the process.

**Important Note:** Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5.

**Job Objective Ratings**

Order	ObjectiveTitle	Status	Weight % (Optional)	Adjusted Weight	Rating
1	test	APPROVED		<input type="text"/>	<input type="text"/>
2	test	APPROVED		<input type="text"/>	<input type="text"/>

**Rating of Record**  
Average Score: **3.00**  
Rating of Record: **3**

[About this Page](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

**From this page the Rating Official can rate the job objective. You will also see the average score and the Rating of Record. From here the Rating Official will go to the Approvals and Acknowledgment Tab.**

# Annual Appraisal- Rating Official

**Performance Appraisal Application (PAA)**

ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

NG PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

**Employee Information**  
Employee Name: Blomme, Domingo X  
[Show Employee Details](#)

Plan | Interim Reviews | **Annual Appraisal** | Other Assessments | Reports/Forms

Assessments and Ratings | Rating of Record | **Approvals & Acknowledgments**

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's Appraisal. [Need Help?](#)

If the 'Start' button is active, select it to complete the process.

Select 'Show' to see the detailed information about the status of your Annual Appraisal.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed

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**From the Approval and Acknowledgments Tab the Rating Official selects the Start button after the Annual Appraisal Assessments are put in for each job objective.**

# Annual Appraisal- Rating Official

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

Show All Details | Hide All Details


Details	Tasks	Status	Action
▼ Hide	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<button>Start</button>

☒ **TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

**Option A - Transfer to the Higher Level Reviewer (HLR)**

Name	Title
Dobles, Titus K	Rating Official
Topps, Donella C	Higher Level Reviewer

☒ **TIP** Please select new HLR from list of values, if required.

Change Higher Level Reviewer  

**Message to Higher Level Reviewer**

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select 'Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non security numbers or privacy act information in your e-mail.



Cancel Transfer to Higher Level Reviewer without E-mail Notification Transfer to Higher Level Reviewer with E-mail Notification

**From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.**

# Annual Appraisal- Rating Official

---

**Option B - Document the higher level review has taken place by entering the following information:**

Higher Level Reviewer   Method of Review   
Review Date   Other Method

---

Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

---

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**Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.**

# Annual Appraisal- Rating Official

**Performance Appraisal Application (PAA)**

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

NG PAA - Rating Official [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **Blomme, Domingo X**  
[Show Employee Details](#)

**Plan** **Interim Reviews** **Annual Appraisal** **Other Assessments** **Reports/Forms**

**Assessments and Ratings** **Rating of Record** **Approvals & Acknowledgments**

**Approvals & Acknowledgments**  
This screen provides information regarding the status of your employee's Appraisal.  
Select 'Show' to see detailed information about the status of your employee's Appraisal. [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed	<a href="#">Start</a>
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>

[About this Page](#) ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

**At this point the Rating Official will begin documenting communication to the employee and the acknowledgment of the Annual Appraisal Rating by selecting the Start button.**

# Annual Appraisal- Rating Official

The screenshot shows the 'Performance Appraisal Application (PAA)' web interface. At the top is the ICE MyBiz logo and navigation links: ICE MyBiz, ICE PAA V3, Diagnostics, Home, Logout, and Preferences. The page title is 'NG PAA - Rating Official'. Below this are buttons for 'Track Progress' and 'Return to Main Page'. The 'Employee Information' section shows 'Employee Name: Blomme, Domingo X' and a link to 'Show Employee Details'. The main navigation tabs include 'Plan', 'Interim Reviews', 'Annual Appraisal' (selected), 'Other Assessments', and 'Reports/Forms'. Under 'Annual Appraisal', there are sub-tabs: 'Assessments and Ratings', 'Rating of Record', and 'Approvals & Acknowledgments' (selected). The 'Approvals & Acknowledgments' section contains instructions and a 'Need Help?' link. Below this is a table with columns 'Details', 'Status', and 'Action'. The table lists three steps: 'Step 1: Rating Official - Request or Document Higher Level Reviewer' (Completed), 'Step 2: Higher Level - Review' (Completed), and 'Step 3: Rating Official - Document Communication to Employee' (Not Started). A black arrow points to the 'Start' button in the 'Action' column for Step 3. Below the table is a form with fields for 'Communication Date' (20-Mar-2009), 'Communication Method' (Face to Face), 'Other Method', and 'Rating Official Name' (Rhynes, Conrad Z). At the bottom of the form are 'Save' and 'Print NG Form 430' buttons. The footer includes 'About this Page' and the same navigation links as the top.

Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

NG PAA - Rating Official

Track Progress Return to Main Page

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments and Ratings Rating of Record **Approvals & Acknowledgments**

**Approvals & Acknowledgments**

This screen provides information regarding the status of your employee's Appraisal.  
Select 'Show' to see detailed information about the status of your employee's Appraisal.

[Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Status	Action
<a href="#">Show</a> Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<a href="#">Start</a>
<a href="#">Show</a> Step 2: Higher Level - Review	Completed	
<a href="#">Hide</a> Step 3: Rating Official - Document Communication to Employee	Not Started	<a href="#">Start</a>

Communication Date: 20-Mar-2009

Communication Method: Face to Face

Other Method:

Rating Official Name: Rhynes, Conrad Z

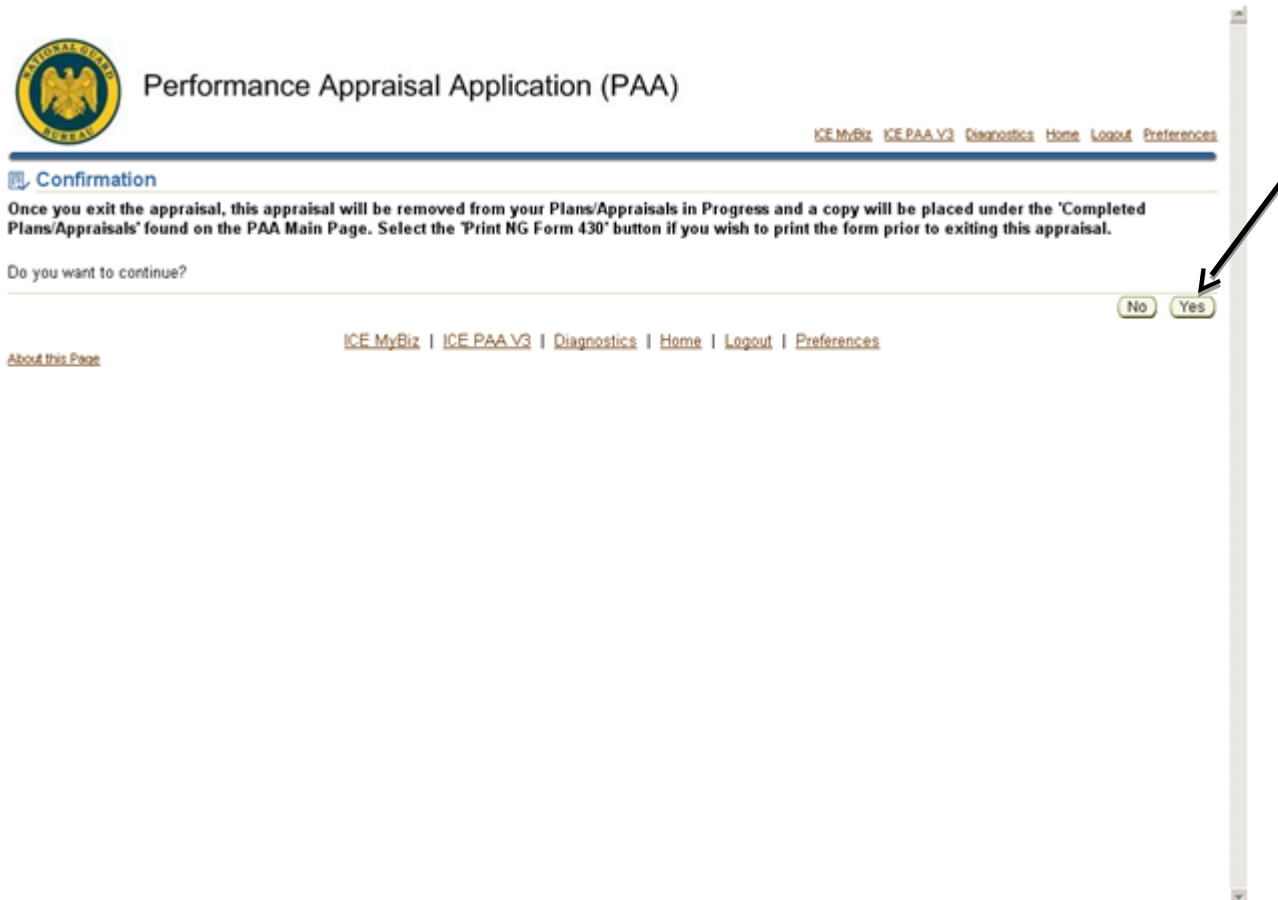
[Save](#) [Print NG Form 430](#)


About this Page

ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

**From this page the Rating Official documents the communication to the employee of the Annual Appraisal.**

# Annual Appraisal- Rating Official



 Performance Appraisal Application (PAA)

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**Confirmation**

Once you exit the appraisal, this appraisal will be removed from your Plans/Appraisals in Progress and a copy will be placed under the 'Completed Plans/Appraisals' found on the PAA Main Page. Select the 'Print NG Form 430' button if you wish to print the form prior to exiting this appraisal.

Do you want to continue?

[About this Page](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

**The Rating Official selects the Yes button to complete the Annual Appraisal.**

# Annual Appraisal- Rating Official

The screenshot shows the 'Performance Appraisal Application (PAA)' web interface. At the top is the ICE logo and the title 'Performance Appraisal Application (PAA)'. Navigation links include 'ICE MyBiz', 'ICE PAA V3', 'Diagnostics', 'Home', 'Logout', and 'Preferences'. The user is logged in as 'NG PAA - Rating Official'. There are buttons for 'Track Progress' and 'Return to Main Page'. The 'Employee Information' section shows 'Employee Name: Blomme, Domingo X' with a link to 'Show Employee Details'. The main navigation tabs are 'Plan', 'Interim Reviews', 'Annual Appraisal' (selected), 'Other Assessments', and 'Reports/Forms'. Under 'Annual Appraisal', there are sub-tabs: 'Assessments and Ratings', 'Rating of Record', and 'Approvals & Acknowledgments' (selected). The 'Approvals & Acknowledgments' section has a 'Need Help?' link and instructions. Below this is a table with columns 'Details', 'Tasks', and 'Status'. The table lists three steps, all marked as 'Completed'. Below the table, there is a section for 'Communication Date' (20-Mar-2009), 'Communication Method' (Face to Face), 'Other Method', and 'Rating Official Name' (Rhynes, Conrad Z). At the bottom right of this section are 'Save' and 'Print NG Form 430' buttons. A blue callout box with an arrow points to the 'Print NG Form 430' button, containing the text: 'HR requires a hard copy of the completed appraisal once completed'. The footer includes 'About this Page' and the same navigation links as the top.

ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

NG PAA - Rating Official

Track Progress Return to Main Page

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments and Ratings Rating of Record **Approvals & Acknowledgments**

**Approvals & Acknowledgments**

This screen provides information regarding the status of your employee's Appraisal.  
Select 'Show' to see detailed information about the status of your employee's Appraisal. [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed
<a href="#">Show</a>	Step 2: Higher Level - Review	Completed
<a href="#">Hide</a>	Step 3: Rating Official - Document Communication to Employee	Completed

Communication Date 20-Mar-2009  
Communication Method Face to Face  
Other Method  
Rating Official Name Rhynes, Conrad Z

Save Print NG Form 430

[About this Page](#) ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences

HR requires a hard copy of the completed appraisal once completed

**The Rating Official selects the Print NG Form 430 to print the document.**



# Reports and Forms

[PAA Main Page](#) [Provide Guest Feedback](#) [My Journal](#)

Employee

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the "Show Completed Plans/Appraisals" link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the "Need Help?" link.

[Appraisals of Blomme, Domingo X](#)

Create New Plan

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Blomme, Domingo X	Rhynes, Conrad Z	2009	235	16-Apr-2009	NG	Approved	Plan Approved	<div><div>Update</div><div>Update</div><div>Transfer to Rating Official Reports/Forms</div><div>Track Progress</div></div> <input type="button" value="Go"/>

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

[PAA Main Page](#) | [Provide Guest Feedback](#) | [My Journal](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#) | [Diagnostics](#)

About this Page

From this Main Page the employee, Rating Official, or Higher Level Reviewer can select the Reports/Forms option to begin viewing or printing selectable reports and forms.

# Reports and Forms



## Performance Appraisal Application (PAA)

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NG PAA

[Return to Main Page](#)

[Need Help?](#)

### Employee Information

Employee Name **Blomme, Domingo X**

### View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections. This is not an official NGB Form 430.

#### ☐ Select / Deselect All

- ☐ Relevant Organization Mission/Strategic Goals
- ☐ Job Objectives
- ☐ Job Objectives with Interim Review Assessments
- ☐ Job Objectives with Closeout Assessments
- ☐ Job Objectives with Annual Assessments

☐ Performance Rating

[View/Print Selected Section\(s\)](#)

### View/Print Form

Selecting the "View/Print Form" button allows you to print the Performance Plan, Interim Review(s)/Closeout Assessment, and Annual Performance Appraisal (NGB Form 430).

[View/Print Form](#)

[About this Page](#)

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

**These are the different areas of the form available to print. Until the Annual Appraisal is complete the Form 430 will be a working copy.**

# Reports and Forms

~~Classified information is a violation of law and may lead to prosecution.~~

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

## Appraisals of Willette, Morgan M

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No results found.									

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

## Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.


Appraisal Year 2009

Event NG Performance Evaluation

Find

Clear

Table Size 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2009	31	NG	NG Performance Evaluation	30-Sep-2009	

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## PAA Slides on GKO

<https://states.gkoportal.ng.mil/states/NE/Directorates/1/PAA%20%20Performance%20Appraisal%20Application/Forms/AllItems.aspx>



## Questions



## HRO Contacts for PAA

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